

**Senate Education, Health, and Environmental Affairs Committee (EHE)**  
**Senator Joan Carter Conway, Chairman**  
**Senator Roy. P Dyson, Vice Chairman**

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**Witness Guidelines and Committee FAQ's**

**Witness Guidelines:**

- The Committee convenes at 1:00 p.m. Tuesday – Thursday unless otherwise announced by the Committee Chair or posted in the weekly hearing schedule.
- Important information about Committee hearings is announced by the Chair from the floor of the Senate during Standing Committee Announcements towards the end of each floor session.
- Anyone can sign-up to be a witness to provide testimony on a bill.
- Witnesses must sign-up **in person by 12:00 Noon on the day the bill is scheduled to be heard in the Committee.**
- The Witness Sign-up Notebook is available by 9:00 a.m. the morning of the scheduled hearing. The Sign-up Notebook is on the credenza in the foyer/lobby of the Education, Health, and Environmental Affairs Committee, located at 2W, Miller Senate Office Building, 11 Bladen Street, Annapolis, MD.
- Witnesses should bring 25 copies of their written testimony to the Committee offices **by 12:00 Noon on the day the bill is scheduled to be heard in the Committee.** A copy of that testimony will be included in the bill file folder distributed to each Committee member for the hearing.
- **Electronic testimony – facsimile or email – is not accepted.**
- Witnesses have up to 2 minutes to provide testimony about a bill. Please do not read your written testimony, rather summarize the key points. This will allow time for questions from the Committee members should they have any. Also, members have your written statement at their desk and can read your detailed points.
- Because of time constraints, PowerPoint or computer presentations are generally reserved for bill sponsors. The Chair approves all visual presentations. Questions should be directed to the Assistant to the Chair.
- The numerical order of the bills doesn't determine the order in which bills will be heard. The Committee Chair determines the order in which bills will be heard at the beginning of each Committee hearing.

## **Committee Frequently Asked Questions (FAQs):**

### **The Committee:**

#### **Who are the Chair, Vice Chair and members of the Committee?**

The Committee Chair is Senator Joan Carter Conway (D-43 Baltimore City). The Vice Chair is Senator Roy P. Dyson (D-29, Calvert, Charles, and St. Mary's Counties). The full Committee roster, member biographies, and contact information is available under the "Committees" tab, then "Membership" tab on this website.

#### **How are members assigned to the Committee?**

The President of the Senate of Maryland selects the Committee Chair, Vice Chair, and other Committee members.

### **Hearings:**

#### **Can anyone attend a Committee hearing?**

Anyone can attend and/or testify at a Committee hearing. To provide testimony, you must sign-up in advance. See the Witness Guidelines on page 1 of this document for specific instructions.

#### **How do I know when a bill is scheduled to be heard by the Committee?**

You can find the hearing schedule on the "Schedules" tab on this website.

#### **Where can I park and how do I get to the Committee room from the parking lot?**

You can get information about parking on the Department of Legislative Services (DLS) website, which you can find on the "Legislative Services" tab on this website. From there, go to the "Visit Us" tab. The Committee room is located on the second floor in suite 2W of the Miller Senate Building, 11 Bladen Street, Annapolis, MD. Please plan to arrive early as Annapolis does get busy during the Legislative Session and you could experience traffic congestion and long lines for access to the building. Note: if parking at the Navy-Marine Corps Stadium Lot, use the College Avenue shuttle stop for the Miller Senate Building.

#### **I am interested in a bill, but I cannot attend the hearing. What can I do?**

The Maryland General Assembly is pleased to provide live streaming of Committee hearings through the Internet. You can get information about how to listen through the Internet on the home page of the Committee section of this website. Look for the Related Links section and click on the Senate Committees (with the headphone icon) for more information.

#### **There is a long list of bills to be heard; will all the bills really be heard as scheduled?**

Yes. We appreciate your making the trip to Annapolis and understand that your time is valuable. We make every effort to hear every bill that is on the schedule.

#### **How late do committee hearings run?**

The Committee hearings will last until all scheduled bills are heard on a given day. We appreciate your patience as the volume of bills and business before the legislature can extend our days beyond 5:00 p.m. Our goal is to ensure that all business scheduled for the day is concluded.

#### **Are House Bills heard in the Senate Committee and can I sign-up to testify on a House Bill that has crossed over to this Senate Committee?**

House Bills that have been assigned to this Committee are generally scheduled to be heard. However, normally, crossfiled bills are not heard unless there is a significant change and/or difference between the House Bill and the previously heard Senate Bill.

For all other House Bills, the Committee will receive testimony from the sponsor, related state department/agency, and limited proponents and opponents.

## **Bill Details:**

### **How can I find out about amendment/s for a bill?**

Information about amendments is available in the Committee office, Monday-Friday, 9:00 a.m.-5:00 p.m. During the interim, it is recommended that you call the office to ensure that someone will be available to provide you with access to the bill file.

### **How can I find out how a group testified about a particular bill?**

A record of all witnesses who testified on a bill is kept in each bill file. Committee bill files are available for public review at the Committee offices, Monday – Friday, 9:00 a.m. - 5:00 p.m. During the interim, it is recommended that you call the office to ensure that someone will be available to provide you with access to the bill file.

### **How can I find out when a bill will be reported to the floor of the Senate?**

The Senate floor agenda is posted online on the home page of this website. Look under the “What’s Happening Now” heading and then scroll to find the “Schedules” subheading for the Senate floor agenda.

### **How can I find out about crossfiled bills?**

You can get information about all bills by looking up the bill under the “Legislation by Session” tab on this website. From there, you can get the opposite chamber’s bill number and track its progress through the legislature. For current session bills assigned to this Committee, you can get information under the “Session Legislation” tab on the Committee page of this website.

### **How can I get information about prior Session bills?**

You can access a bill’s fiscal note, amendments, and voting record for most bills dating back to 1996 on this website. Simply go to “Legislation By Session” tab on the Committee homepage. Bill files, which contain all written testimony that was submitted for a bill, are kept in the Committee offices for one year. You are welcome to come to the Committee offices between 9:00 a.m. - 5:00 p.m., Monday-Friday to review a previous session’s bill file. During the interim, it is recommended that you call the office to ensure that someone will be available to provide you with access to the bill file. Bill files for earlier years are available through the Library & Information Service on the DLS website. You can get more information about DLS on its website by going to the “Legislative Services” tab on this website.

## **Voting:**

### **When will the Committee vote on the bill in which I am interested?**

Voting occurs at the discretion of the Committee Chair. You can contact the Committee office or bill sponsor after the bill has been heard to find out whether a bill has been placed on a voting list.

### **How can I find out how the Committee voted on a bill?**

Generally, Committee Voting Records are available for public viewing in a notebook located on the credenza in the entrance/foyer area of the Committee room by the next business morning after the Committee has voted. Additionally, when the Committee reports on the status of bills to the Senate floor, the Committee Voting Record for each bill that is on the floor agenda is available online. Additionally, you can find the history of a current session bill assigned to this Committee under the “Session Legislation” tab on the Committee page of this website. For prior session legislation you can find the bill

history under “Legislation by Session” tab on this website by looking up the specific bill number and session year.